

**CHAPTER 8**  
**REAL PROPERTY MAINTENANCE/MINOR CONSTRUCTION**  
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## CHAPTER 8

★June 2000

**REAL PROPERTY MAINTENANCE/MINOR CONSTRUCTION****0801 GENERAL****080101 Purpose**

A. This chapter provides instructions applicable to budget formulation and congressional justification for Real Property Maintenance and Minor Construction.

B. The following appropriations and accounts are covered:

**Section****0802**

- Operation and Maintenance Appropriations
- Research, Development, Test, and Evaluation Appropriations

**080102 Submission Requirements**

General guidance with regard to submission requirements is presented in Chapter 1. Chapter 8 covers specific additional back-up material requirements for the above Real Property Maintenance and Minor Construction accounts.

**080103 Preparation of Material**

General guidance with regard to format and preparation of material is presented in Chapter 1. Chapter 8 provides additional specific guidance with regard to the back-up material required for Real Property Maintenance and Minor Construction.

**080104 References**

Chapter 3 provides guidance related to Operation and Maintenance costs and submission organization and Chapter 5 provides guidance, submission organization and formats related to Research, Development, Test, and Evaluation appropriations.

**080105 Definition of Repair and Maintenance**

A. Repair means "to restore a real property facility, system or component to such a condition that it may effectively be used for its designated functional purpose".

B. When repairing a facility, the components of the facility may be repaired by replacement, and the replacement can be up to current standards or codes. For example, Heating, Ventilation, and Air Conditioning (HVAC) equipment can be repaired by replacement, can be state-of-the-art, and provide for more capacity than the original unit due to increased demand/standards. Interior rearrangements (except for load-bearing walls) and restoration of an existing facility to allow for effective use of existing space or to meet current building code requirements (for example, accessibility, health, safety, or environmental) may be included as repair.

C. Additions, new facilities and functional conversions must be done as construction. Construction projects may be done concurrent with repair projects as long as the projects are complete and useable.

**0802 BUDGET ESTIMATES SUBMISSION****080201 Purpose**

A. This Section prescribes instructions for the preparation and submission of budget estimates for Real Property Maintenance and Minor Construction requirements.

B. Guidance covers all Operation and Maintenance, RDT&E, Real Property Maintenance (RPM) and minor construction costs. Real Property Maintenance and minor construction includes: all recurring maintenance costs and repair projects (MRP), minor construction (MC) costs, real property renovation project costs (that combine minor construction and repair costs), and planning and design costs associated with projects; providing funding support to maintain and repair buildings, structures, warehouses, roadways, aprons, railway trackage, utility plants, distribution systems, and other real property. O&M funded minor construction *for all components* includes funding for the erection, installation, or assembly of new facilities, and for the alteration, or conversion of existing facilities and can cost up to a maximum of \$500,000 per project, or up to \$1,000,000 if the project is intended solely to correct a deficiency that is life-threatening, health-threatening, or safety-threatening. These categories do not include RPM funds included in Defense Working Capital Funded activities. These accounts also do not include operation of utilities, utility charges, annual lease payments, or other support services (such as custodial contracts, snow removal, etc.) included in Base Operations Support. For analysis purposes, RPM expenditures fall into two general categories: (1) annual operational expenses which include all recurring maintenance costs and contracts, and minor repair or minor construction projects costing up to \$15,000 per project, and (2) RPM facility investments which include major repair projects (costing more than \$15,000 per project) and minor construction projects costing up to \$500,000 per project.

C. Program funding submitted in Component justification materials must reflect the approved funding levels identified in the RPM Program Elements in the current FYDP.

D. Examples of special budget exhibits can be found in Section 0806.

**080202 Submission Requirements**

A. General Guidance. All Components (i.e., active forces, defense agencies, national guard and reserve forces) shall submit justification data and exhibits to support budget estimates for Real Property Maintenance and Minor Construction, in a separate bound attachment (reference Chapter 3, Section 030201). Two copies of this attachment will be delivered to: Directorate for Construction, Program/Budget, OUSD(C) Room 3D840, Pentagon, on the same date as all other submissions required for O&M Appropriations. Exhibits required include:

- OP-27 Real Property Maintenance Activities
- OP-27P Real Property Maintenance and Minor Construction Projects (All Appropriations - Projects Costing More than \$ 500,000)
- OP-28 Summary of RPM and PRV (All Appropriations)
- OP-5 Part 2 Attachment 5: Real Property Maintenance and Minor Construction

B. Military and civilian personnel costs reflected on Exhibit OP-28, will include only those personnel assigned in support of RPM and minor construction accounts. It will include those personnel performing planning and design functions for both projects and installation RPM surveys and RPM master planning, but will exclude those involved in other base operating services or support services.

C. For the biennial budget, separate sections or volumes will be provided for Biennial Year 1 (BY1) and Biennial Year 2 (BY2). For the Biennial Year 2 (BY2) section, BY1 will be considered as the prior year and BY2 as the budget year.

**080203 Preparation of Material**

All material will be provided on 8-1/2 inch by 11 inch size paper, and bound on the long side. All narrative data will be typed across the short dimension of the paper, while exhibits will be typed across the long dimension.

**0803 CONGRESSIONAL JUSTIFICATION/PRESENTATION****080301 General**

Components are required to conform to the PBD approved funding levels when submitting final budget exhibits to Congress.

**080302 Organization of Justification Books**

See chapters covering specific appropriation (Operation and Maintenance - Chapter 3, RDT&E Chapter 5). In addition to exhibits cited in section 0802, a PBA-7, Real Property Maintenance *exhibit is also required as specified in Chapter 3, section 030403.*

**0804 REVENUE FROM TRANSFER OR DISPOSAL OF DOD REAL PROPERTY AND REVENUE FROM LEASING OUT OF DOD ASSETS****080401 General**

Sections 2805 and 2806 of the FY 1991 National Defense Authorizations Act, P.L. 101-510, require detailed information on revenues, transfers, and the use of proceeds derived from these authorities as follows:

**080402 Revenue From Transfer or Disposal of DoD Real Property (Section 2805)**

When revenue from the transfer or disposal of DoD Real property is received, there is a requirement to identify each transfer and disposal made during the fiscal year, including a detailed explanation of each such transfer and disposal and of the use of the proceeds received. An estimate for the current and budget year transfers or disposals should also be included.

**080403 Revenue From Leasing Out of DoD Assets (Section 2806)**

When revenue from leasing out of DoD assets is received, there is a requirement to identify each lease entered into during the fiscal year, including a detailed explanation of each lease and amendments, and of the use of the lease proceeds that were expended. An estimate for the current and budget year leases and revenues should also be included.

**080404 Deposit and Accounting Procedures**

Cash receipts obtained from the transfer or disposal of real property will be deposited into the Disposal of DoD Real Property Account, 97X5188. Cash receipts obtained from leasing out of DoD assets will be deposited into the Lease of DoD Real Property, 97X5189. Accounting instructions are included in Volume 12, Chapter 14, of the DoD Financial Management Regulation.

**080405 Funds Release Procedures**

Funds deposited into these accounts are available only for purposes of maintenance and repair and environmental restoration at U.S. facilities as specified in the Act. The Components may request release of funding, based on verifiable deposits, by memorandum to the USD Comptroller, Director for Construction.

**080406 Budget Exhibits for Congressional Submission**

To comply with this requirement, a PB-34 exhibit must be completed by each component and included in the O&M RPM Justification Book (Volume II) for both the revenue from the transfer or disposal of DoD real property (Section 2805) and for the revenue from leasing out of DoD assets (Section 2806).

**0805 DOD OVERSEAS MILITARY FACILITY INVESTMENT RECOVERY ACCOUNT****080501 General**

Section 2921 of the FY 1991 National Defense Authorizations Act, P.L. 101-510, established the Department of Defense Overseas Military Facilities Investment Recovery account. The purpose of the account is to collect payments from host nations for the value of new construction and improvements made by the United States at overseas military installations being returned.

**080502 Deposit and Accounting Procedures**

Cash receipts obtained from return of overseas real property and improvements to host nations will be deposited into the DoD Overseas Military Facility Investment Recovery Account, 97X5193. Accounting instructions are included in USD Comptroller letter, dated 17 June 1991, subject: Guidance for Department of Defense Overseas Military Facility Investment Recovery Account (which will be superseded by Volume 12 of the DoD Financial Management Regulation when published).

**080503 Funds Release Procedures**

Funds deposited into the DoD Overseas Military Facility Investment Recovery Account are available only for purposes of maintenance and repair and environmental restoration at U.S. facilities and maintenance and repair and environmental compliance at military facilities outside the U.S. as specified in the Act. The Components may request release of funding, based on verifiable deposits, by memorandum to the USD Comptroller, Director for Construction.

**080504 Budget Estimate Submission Exhibit**

Components returning overseas military facilities to host nations that have resulted in collections to this account must complete OP-29. This exhibit provides information on the cost and improvements, depreciation, residual value, and amount collected from the host nation that is necessary in accomplishing an annual report to the Congress. It also documents proposed real property maintenance or environmental restoration/compliance projects at military installations to be financed from the proceeds deposited into this account.

**0806 REAL PROPERTY MAINTENANCE/MINOR CONSTRUCTION FORMATS****080601 Purpose**

The special formats provided on the following pages reflect guidance presented in previous sections of this chapter. Unless modified in a submission budget call, these formats should be adhered to.



**080602 Exhibits in Support of Section 0802 - Budget Estimates Submission**

OP-27 Real Property Maintenance Activities .....	9
OP-27P Real Property Maintenance and Minor Construction - Projects Over \$ 500,000 .....	11
OP-28 Summary of Major Repair Projects .....	13
OP-5 (Part 2) Attachment 5: Real Property Maintenance & Minor Construction.....	15

**080603 Exhibit in Support of Section 0804 - Revenue From Transfer or Disposal of DoD Real Property and Revenue from Leasing out DoD Assets: Congressional Justification/Presentation**

PB-34 Revenue from Leasing Out of Department of Defense Assets .....	17
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**080604 Exhibit in Support of Section 0805 - DoD Overseas Military Facility Investment Recovery Account: Budget Estimates Submission**

OP-29 Overseas Military Facility Investment Recovery Account.....	18
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Real Property Maintenance Activities

DoD Component \_\_\_\_\_

Appropriation \_\_\_\_\_

Program Element Number(s) \_\_\_\_\_

FY 19 \_\_\_\_\_

Date \_\_\_\_\_

Functional Category \_\_\_\_\_

at Work Functions

Active Installations

1. Maintenance & Repair

a. Utilities

b. Other Real Property

(1) Buildings

(2) Other Facilities

(3) Pavements

(4) Land

(5) Railroad Trackage

2. Minor Construction

3. Operation of Utilities

a. Electricity-Purchased

b. Electricity-In House

c. Heat-Purchased Steam/Water

d. Heat-In House Generated Steam/Water

e. Water Plants & Systems

f. Sewage Plants & Systems

g. Air Conditioning & Refrigeration

h. Other

4. Other Engineering Support

a. Services

b. Admin & Overhead

c. Rentals, Leases & Easements

Total Active Installations

Inactive Installations

Grand Total

Instruction:

(1) Complete for each O&M and RPMD appropriation and provide applicable program element numbers.

(2) Cost data to reflect obligations.

(3) Data required for past, current and budget years. Definitions to be in accordance with DoD Instruction 4165.58.

Workload	<u>Operation &amp; Maintenance Costs (\$000)</u>				<u>Total</u>	<u>Military Personnel (\$000)</u>	<u>BMAR</u>
	<u>Civilian Personnel</u>	<u>Contracts</u>	<u>Other</u>				
<u>Data</u>							
XXX							
XXX							
KSF							
XXX							
KSY							
ac							
KLF							
KWH							
KWH							
MBTU							
MBTU							
KGAL							
KGAL							
TONS							
XXX							
XXX							
XXX							
XXX							

**Exhibit OP-27 Real Property Maintenance Activities**  
**(page 1 of 2)**

BACKLOG OF MAINTENANCE AND REPAIR (BMAR) OF REAL PROPERTY

(\$ in Thousands)

DoD Component: .....

Appropriation: .....

	(Prior) <u>PY</u>	(Current) <u>CY</u>	(Budget) <u>BY1</u>	(Budget) <u>BY2</u>
A. BACKLOG - BEGINNING OF YEAR	\$	\$	\$	\$
(BACKLOG CARRIED FORWARD FROM PRIOR YEARS)				
(MINUS BACKLOG MORE THAN FOUR YEARS OLD)				
(ADJUSTED BACKLOG CARRIED FORWARD)				
(INFLATION ADJUSTMENT)				
(FOREIGN CURRENCY REVALUATION)				
B. <u>REQUIREMENTS:</u>				
(RECURRING MAINTENANCE & REPAIR)				
(MAJOR REPAIR PROJECTS)				
(BACKLOG DETERIORATION)				
C. TOTAL REQUIREMENTS (A + B)				
D. <u>PROGRAM ADJUSTMENTS:</u>				
(DIRECT PROGRAM FUNDING)				
(FUNDS MIGRATION FROM OTHER PROGRAM AREAS)				
(NET OTHER ADJUSTMENTS) <u>a/</u>				
E. <u>BACKLOG - END OF YEAR</u> (C - D) <u>b/</u>				
F. <u>PERCENT BMAR CHANGE</u> (E , A)				
<u>a/</u> Net other adjustments - Projects dropped from BMAR program, project cost changes, new BMAR projects added, non-qualifying unfinanced work, other changes. Attach a footnote highlighting the major items reflected in the estimate.				
<u>b/</u> BMAR is defined as the total maintenance and repair which remains as a verified firm requirement that was not started during the fiscal year due to lack of resources.				

**EXHIBIT OP-27 (page 2 of 2)**

DoD Component \_\_\_\_\_  
Appropriation: \_\_\_\_\_

REAL PROPERTY MAINTENANCE ACTIVITIES  
FY XXXX/FY XXXX PRESIDENT'S BUDGET  
Major Repair/Major Repair With Concurrent Minor Construction Projects  
(Costing more than \$ 500,000.00)

(\$ 000)  
Cost

State  
a/

Location/Installation

Project Title  
b/

Justification: c/

Total Minor Construction: d/  
Total Repair and Maintenance: e/  
Total Active Installations: f/  
Total Inactive Installations: g/

Grand Total:

**Exhibit OP-27P Real Property Maintenance and Minor Construction - Projects Over \$ 500,000**  
**(page 1 of 2)**

Notes:

a/ Prepare this exhibit by State, in alphabetical order, following the same format as the MilCon C-1 Annex.

b/ The Project Title. A short title that describes the nature of the project (example; "Repair Roof, Bldg. 15").

c/ The Justification is a short narrative that describes the nature of the project, scope of the project, and the reason it is required (example; Title - "Repair Roof, Bldg. 15", Justification - "Projects repairs 40,000 SF roof on warehouse. Repairs required to fix trusses and roof leaks. Repairs needed due to age of facility (37 years), and normal deterioration from weather and other causes").

d/ Minor Construction. This is the total cost of minor construction being used concurrently for major repair projects appearing in this exhibit.

e/ Total Repair and Maintenance This column is the total of costs for all projects listed in this exhibit. It includes only projects costing more than \$500,000. All totals will be listed only at the end of the exhibit.

f/ Total Active Installations. This column is the sum of Minor Construction costs, and the total costs of Repair and Maintenance projects costing more than \$500,000, for active installations.

g/ Total Inactive Installations. This column is computed in the same manner as "f" above, for inactive installations. The Grand Total is the sum of costs reflected in this exhibit, for both active and inactive installations.

**Exhibit OP-27P (page 2 of 2)**

**Maintenance of Real Property Facilities  
(Dollars in Thousands)**

**SUMMARY**

	<b><u>FY 19PY</u></b> <b><u>Actual</u></b>	<b><u>FY 20CY</u></b> <b><u>Estimate</u></b>	<b><u>FY 20BY1</u></b> <b><u>Estimate</u></b>	<b><u>FY 20BY2</u></b> <b><u>Estimate</u></b>
1. <u>Funded Program</u>				
a. <u>Category of Maintenance</u>				
(1) Recurring Maintenance	_____	_____	_____	_____
(2) Repair Projects:				
a. up to \$15,000 per project	_____	_____	_____	_____
b. greater than \$15,000	_____	_____	_____	_____
(3) Minor Construction:				
a. up to \$15,000 per project	_____	_____	_____	_____
b. greater than \$15,000	_____	_____	_____	_____
<i>(4) Demolition Costs</i>	_____	_____	_____	_____
Total RPM:	_____	_____	_____	_____
b. <u>Budget Activity</u>				
BA	_____	_____	_____	_____
BA	_____	_____	_____	_____
Total RPM:	_____	_____	_____	_____
c. <u>Staffing (in end strength)</u>				
military personnel	_____	_____	_____	_____
civilian personnel	_____	_____	_____	_____
2. <u>Backlog of Maintenance and Repair</u>	_____	_____	_____	_____

**Exhibit OP-28 Summary of Major Repair Projects  
(page 1 of 2)**

3. <u>Facility Category</u>	Plant Replacement Value (Dollars in Millions)				Funded Program (Dollars in Millions)			
	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
Operational								
Communications/Aviation								
Waterfront and Harbor								
Training								
Aviation Maintenance								
Shipyards Maintenance								
Other Maintenance								
Production								
POL Supply/Storage								
Ammo Supply/Storage								
Other Supply/Storage								
Hospital/Medical								
Administrative								
Troop Housing/Dining								
Other Personnel Support								
Services								
Utility Systems								
Real Estate/Structures								
Land Improvements								
Rail Trackage								
Minor Construction								
<b>Demolition Costs</b>								
O&M Funded RDT&E								
RDT&E Funded RPM (PE XXXXXX)								

Total:

NOTE: Part 1. will include three sections; one by category as specified, and one by budget activity, and one reflecting manpower. Part 2. will be the backlog of maintenance repair at the end of the fiscal year. Part 3. will identify Plant Replacement Value (PRV), and repair, maintenance and minor construction funding by facility investment code, as specified in DoD real property investment categories as defined by DODI 4165.3 and the DoD Accounting Manual (which will be superseded by Volume 4 of this manual when published).

## **REAL PROPERTY MAINTENANCE AND MINOR CONSTRUCTION**

Activity Group: Real Property Maintenance and Minor Construction

I. Narrative Description:

(Same as for the basic OP-5 exhibit)

II. Description of Operations Financed:

(Same as for the basic OP-5 exhibit)

III. Financial Summary (O&M in thousands):

A. Subactivity Breakout (Same column headings as the basic OP-5 exhibit)

Total

B. OP-32 Line items as applicable

(Same as for the basic OP-5 exhibit)

C. Reconciliation of Increases and Decreases

(Same as for the basic OP-5 exhibit)

IV. Performance Criteria and Evaluation:

A. Maintenance & Repair

Utilities (XXX)

Buildings (KSF)

Pavements (KSY)

Land (AC)

Other Facilities (KSF)

Railroad Trackage (KLF)

Recurring Maintenance

Major Repair

B. Minor Construction

Number of Projects

**OP-5 (Part 2) Attachment 5: Real Property Maintenance & Minor Construction  
(page 1 of 2)**



## **REAL PROPERTY MAINTENANCE AND MINOR CONSTRUCTION**

### **C. Administration and Support**

Number of A&E Contracts

Planning and Design Funds

Military E/S

Civilian E/S

Total Personnel E/S

Number of Installations

Backlog of Maintenance and Repair (thousands)

V. **Personnel Summary:**  
(Same as for basic OP-5 exhibit)

VI. **Outyear Data:**  
(Same as for basic OP-5 exhibit)

## **ADDITIONAL INSTRUCTIONS**

This schedule is for all repair, maintenance and minor construction funding and support for real property. Additional performance criteria and workload indicators may be included for any functional category. Include direct Operations and Maintenance costs, contractual costs of RPM & MC projects, including planning and design contracts supporting RPM & MC projects, and direct personnel costs (exclude amounts funded from Military Personnel appropriations).

**DEPARTMENT OF \_\_\_\_\_**  
**REVENUE FROM LEASING OUT OF DEPARTMENT OF DEFENSE ASSETS**  
**FY 1995 PRESIDENT'S BUDGET**

	<b><u>(Rental Amount Received in \$ Thousands)</u></b>		
	<b><u>FY PY</u></b>	<b><u>FY CY</u></b>	<b><u>FY BY</u></b>
1. Lease	\$XX,XXX	\$XX,XXX	\$XX,XXX
(a) <u>Explanation of Lease</u>			
(b) <u>Explanation of Anticipated Expenditures Resulting from Rentals by Fiscal Year</u>			
(c) <u>Actual Use of Revenue Generated from Rentals in Prior Year</u>			
(d) <u>Explanation of Amendments Made to Existing Leases</u>			
<u>Total Department of _____</u>	\$XX,XXX	\$XX,XXX	\$XX,XXX

**Instructions:** Each revenue-generating lease should be listed above with an estimate of rental amount to be received in each fiscal year in thousands of dollars. For **Explanation of Lease**, include the name of the location, state, and a brief description/purpose of the lease. For **Explanation of Anticipated Expenditures Resulting from Rentals**, a description of anticipated uses for revenues collected is required. Include different explanations by fiscal year, if the purpose is anticipated to differ. For **Actual Use of Revenue Generated from Rentals in Prior Year**, this entry would be negative for FY 1992 since FY 1993 is the first year of entry. For **Explanation of Amendments Made to Existing Leases**, include a description of any changes made to leases in prior years, or as an update to a present or future year lease described during the past submission.

**(NOTE:      The same exhibit would also be prepared for Revenue from Transfer or Disposal of DoD Real Property)**

**Exhibit PB-34 Revenue from Leasing Out of Department of Defense Assets**

**DEPARTMENT OF \_\_\_\_\_**  
**OVERSEAS MILITARY FACILITY INVESTMENT RECOVERY ACCOUNT**

<b>(Dollars in Thousands)</b>		
<b>PART A: REAL PROPERTY ASSETS DISPOSED</b>	<b><u>FY PY-1</u></b>	<b><u>FY PY</u></b>
<u>Host nation providing consideration/payment</u>		
1. Description of facility, location, and amount received:	\$XX,XXX	
(a) Total amount of the investment (cost plus improvements) in the facility:	\$XX,XXX	
(b) Depreciated value of facility (facility cost (a) adjusted for inflation and depreciation):	\$XX,XXX	
(c) Explanation of any difference between amount received from host nation and the depreciated value:		
Total payments by host nation:	\$XX,XXX	\$XX,XXX
Total payments by all host nations:	\$XX,XXX	\$XX,XXX

**PART B: PROPOSED REAL PROPERTY MAINTENANCE OR ENVIRONMENTAL RESTORATION/COMPLIANCE PROJECTS AT  
MILITARY INSTALLATIONS PROPOSED TO BE FUNDED FROM PROCEEDS:**

			<b>Cost (Dollars in Thousands)</b>	
<u>State</u>	<u>Installation</u>	<u>Project Title</u>	<b><u>FY CY</u></b>	<b><u>FY BY</u></b>
		<u>(Description/Justification)</u>	\$XX,XXX	\$XX,XXX

**Exhibit OP-29 Overseas Military Facility Investment Recovery Account**